

JURY RECORDS RETENTION AND RECORDS PURGING

JURY RECORDS RETENTION

- Registered Voter Lists
- Jury Year Trial Lists
- Individual Trial Lists
- Juror Questionnaires
- Jury Warrant Records
- Witness Warrant Records

RETENTION TIME

Until Superseded
Until Superseded
1 Year
Until Superseded
Audit + 7 Years
Audit + 7 Years

FC JURY PURGING

Jury Master Purge

This process will delete the items you select from the jury database.

Jurors never selected must have an entry date, either imported or system-generated, at least one year old.

Selected jurors will be deleted based on the excused years in summons status maintenance.

Unused jurors (not currently in a group or panel) are deleted based on their date selected or entry date. Jurors with a future next eligible date will be kept.

Jurors on current groups or panels and jurors with a balance in their expense account will not be deleted.

Expenses and document history for deleted jurors will be lost.

THIS PROCESS IS IRREVERSIBLE: a backup before proceeding is recommended.

☐ Delete jurors never selected more than years old

☐ Delete selected jurors whose term of status has expired

☐ Delete expired groups more than years old

☐ Delete expired panels more than years old

☐ Delete unused jurors more than years old

GAPS

Retaining Permanent Excusals